



PROPERTY MANAGEMENT SYSTEM APPROVAL FORM

BWXT Y-12 Subcontract Property

Attn: Barbara Hatfield P.O. Box 2009

Oak Ridge, TN 37831-8043

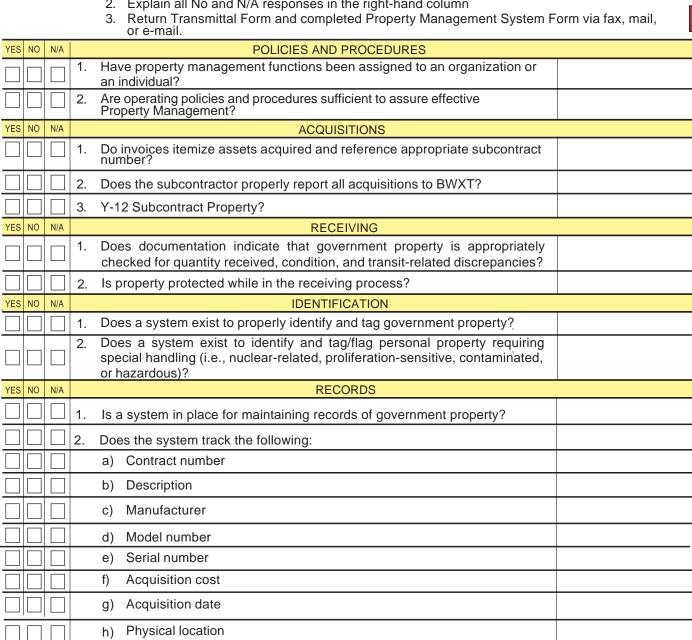
Completed By: (Print Name and Title) Company Name **Date Completed** Signature or E-mail address For Office Use Only System approved Expires Deficiencies Deadline . Reviewed by:

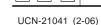
Fax to: 865-576-2321

E-mail: hatfieldbb@y12.doe.gov

Instructions:

- 1. Indicate Yes, No or N/A in the left-hand column.
- 2. Explain all No and N/A responses in the right-hand column









YES	NO	N/A				
			i) Disposition document reference and date			
			j) Are property records updated when changes occur?			
			k) Does the system track movement of government property?			
			Does the system provide for reporting, redistribution, and disposal of excess and surplus personal property?			
YES	NO	N/A	INVENTORY			
			 Are annual physical inventories for property performed and reconciled to the Property Records? 			
			2. Does the reconciliation process include analyzing unidentified equipment located during the inventory to determine if it is Government-owned?			
YES	NO	N/A	REPORTS			
			Are required reports (i.e., physical inventory reports that include acquisition cost of government property) filed on time?			
			Does a system exist to account for and report lost, stolen, abandoned, damaged, worn out, and destroyed property?			
			3. Is a prompt and thorough investigation conducted of lost, damaged, and destroyed property?			
YES	NO	N/A	UTILIZATION			
			Is there assurance that the subcontractor uses property only for those purposes authorized by the contract?			
			2. Is idle property periodically identified and reported?			
			3. Has a maintenance program been established that will assure continuing satisfactory operation, prevent abnormal deterioration, and document the maintenance history of government property?			
ADDITIONAL COMMENTS						

YES	NO	N/A	To be completed by BWXT Y-12 Subcontract Property Management
			Does the subcontractor answer "YES" to all questions for: Policies and ProceduresAcquisitionsReceivingIdentificationRecordsInventoryReportsUtilization
			Does the subcontractor sufficiently explain all NO and N/A responses?
			Do the subcontractorís responses indicate compliance with minimum requirements of 41 CFR 109-1.52?
			Do the subcontractorís responses indicate compliance with minimum requirements of?